



Personnel

DECORATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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PURPOSE: This instruction provides additional group guidance and responsibilities to its subordinate units on accomplishing timely and administratively correct decorations.

SUMMARY OF REVISIONS

This instruction redefines several requirements and should be reviewed in its entirety. Major changes were made to the medal checklist. All new material has been bolded to show change only.

1.1 Suspenses. Meritorious Service Medal (MSM) packages are due to 4 ASOG/CCEA **45** days prior to the individual's projected PCS/retirement/separation date or presentation date, whichever comes first. Air Force Commendation Medal (AFCM) and Air Force Achievement Medal (AFAM) packages are due to 4 ASOG/CCEA 45 days prior to projected PCS/retirement, separation or presentation date. Decorations for Outstanding Achievement or Extended Tour (COT) are due to the 4 ASOG/CCEA no later than 30 days after the specific achievement. Corrections on packages will have a turnaround time of no more than 3 duty days by the group and squadron representatives.

1.2 DECOR 6. The DÉCOR 6 should not be requested through PCIII until the decoration has been written. Complete items 1 thru 4 and 8. Information on the DECOR 6 must be typed or printed legibly. Ensure the information used for the certificate matches the DÉCOR 6 (i.e. inclusive dates, duty title, number of oak leaf clusters, etc.). DÉCOR 6 must be signed and dated by the supervisor and commander.

1.3 Citation. Do not fax citation. E-mail (the preferred method) or hand carry citation on a 3 ½" diskette. Information (duty title, oak leaf clusters, etc.) must match the DECOR 6. If the information on the DÉCOR 6 does not match the citation, submit a PC-III product showing the change. All citations will be completed in Times New Roman 12-pt font. No acronyms or abbreviations will be used. Use mandatory opening and closing sentences IAW AFI 36-2803. Inclusive dates will be typed in upper case. Do not abbreviate the month or year. The dates should match the DECOR 6. Maximum text requirements: MSM, 13 lines; AFCM, 14 lines; AFAM, 11 lines. The closing sentence on AFAMs will be confined to one sentence that personalizes the summation. Examples of opening and closing sentences can be found at attachment 1. A reference list has been added to this instruction at attachment 2.

1.4. Supporting documentation. Submit copies of all performance reports that cover the award period and copies of any decorations awarded during that same period. Put an asterisk beside each EPR/OPR bullet used in the citation/justification. The only exception is for Outstanding Achievement, no EPR/OPR is needed. Additional justification in memorandum format is required for the following: MSMs on Captain and below for officers and TSgt and below for enlisted; AFCMs on SrA and below.

1.5. USAFE Form 654. Unit commanders will provide suggested comments to 4 ASOG/CC for MSM packages. Suggested comments should be in bullet format. Each bullet should not be more than three lines.

1.6. Late Letter. For any decoration that does not meet the above suspenses a late letter is required by the rater endorsed by the commander.

1.7. Checklist. Checklist for MSM, AFCM and AFAM processing are at attachments 3, 4, and 5 respectively.

1.8. Complete Package Contents. The following items constitute a complete decoration package, anything missing and the package is considered to be incomplete and will not be tracked as being at the group. A complete package includes, signed Décor 6 by both supervisor and commander; any PCIII changes to duty title or supervisor (if applicable); emailed citation; all performance reports (with bullets clearly marked) and decorations for the inclusive dates (if member has PCS'd the CSS is responsible for obtaining these documents); USAFE Form 654 for MSMs only; and late letters signed by rater and indorsed by the commander (if applicable).

1.8. Submitted individuals for Air Force Medals from sister services, i.e. Army. When submitting individuals from a sister service for an Air Force medal, obtain a clearing letter from member's personnel office, i.e. (S-2). Commanders should send a recommendation letter to the 4 ASOG stating reason for decoration. A citation should be submitted along with both letters to the 4 ASOG/CCEA with the same guidelines as stated previously. IAW AFI 36-2803, in lieu of actual DECOR 6, use a memorandum or letter of an individual recommendation for a foreign officer, separated member, or a member from another service. The memorandum or letter must contain same information as the DÉCOR 6 and must be signed. Upon completion of medal, commander's support staff will forward to the appropriate personnel office of the member.

WILLIAM R. TRAVNICK, Colonel, USAF
Commander

GENERAL GUIDELINES FOR DECORATIONS:

- Do not submit recommendations in a token effort to “do something for your people”
- Superior duty performance, attainment of honors based solely on academic achievement, or receipt of other forms of recognition do not in themselves justify a military decoration
- Don’t base award of a specific decoration upon an individual’s grade, but on the level of responsibility and manner of performance
- No individual is automatically entitled to an award upon departure for an assignment
- Do not use Outstanding Achievement to justify decorations when the conditions for a completed period of service have not been met
- Do not nominate any person whose entire service for the period covered by the decoration has not been honorable
- Do Not Use ACRONYMS in decorations
- Apply the keep-it-simple principle
- Capitalize all letters in the name of an exercise or operation; e.g. Operation DESERT STORM, **IRAQI FREEDOM**
- When uncertain of need to capitalize, don’t
- **Do not separate the day from the month** when going from one line to the next; it’s okay to separate the month from the year; e.g. correct:
2 August, next line 2001; not correct: 2, next line August 1995
- **Do not separate name from rank** on any citation

For more information refer to AFI 36-2803, *The Air Force Awards and Decorations Program*

4th Air Support Operations Group
Meritorious Service Medal Submittal Checklist
(Updated 8 Oct 2003)

***Please check all items prior to submission to group. These are minimum acceptable standards. Any MSM that does not comply with this checklist will be returned.
 (Items typed in bold on this checklist are for clarification only.)***

NO.	DECOR 6	COMPLETED
1	Complete date (when signed by squadron commander)	
2	Complete items 1A-1H (typed/printed legibly) Note: a) 1B must state <i>Basic or IOLC, 2OLC, 3OLC, etc.</i> b) If separating, retiring, or PCSing, complete 1H; otherwise, put <i>N/A</i>	
3	If unit, station of assignment, or grade at time of act, achievement, or service is different than at present, then list in 2D-2F; otherwise, put <i>N/A</i>	
4	Complete items 3 and 4; put N/A for item 3 if not applicable; circle YES or NO for item 4	
5	Review and consider all information in item 5; consider poor EPR ratings, does UIF exist? Are there any other disciplinary actions?	
6	Item 8, cross through DO NOT RECOMMEND if submitting for award. NOTE: if member is not recommended for a decoration, have the supervisor and commander sign the rip and send rip back to MPF to clear suspense.	
7	Supervisor and commander signed and dated (NOTE: Squadron Commander signature required on Décor 6 unless on extended leave or TDY)	
8	First Sergeant Initials on top of page one (if applicable) to indicate quality review has been accomplished	

NO.	CITATION/CERTIFICATE	COMPLETED
9	<p><i>Use 0.5 for top and bottom; use 1" for right and left margins.</i> Heading is centered, all caps, use:</p> <p style="text-align: center;">(FIRST OAK LEAF CLUSTER)</p> <p style="text-align: center;">SENIOR MASTER SERGEANT JOHN J. DOE</p> <p style="text-align: center;">MERITORIOUS SERVICE 1 JULY 1997 TO 15 AUGUST 2000</p>	

	<i>Senior Master Sergeant John J. Doe distinguished himself...</i>	
10	<p>Opening sentence:</p> <p>a) MERITORIOUS SERVICE: (Spelled out full) Rank first name middle initial last name <i>distinguished himself/herself in the performance of outstanding service to the United States as duty title, unit of assignment (squadron, 4th Air Support Operations Group, Heidelberg Army Installation, Germany).</i></p> <p>or, (Spelled out full) Rank first name middle initial last name <i>distinguished himself/herself in the performance of outstanding service to the United States while assigned to the unit of assignment (squadron, group, 4th Air Support Operations Group, Heidelberg Army Installation, Germany).</i></p> <p>NOTE: In the case of naming the detachments state the following: Detachment 2, 1st Air Support Operations Squadron, Baumholder Army Installation, Germany, 4th Air Support Operations Group, Heidelberg Army Installation, Germany.</p> <p>b) OUTSTANDING ACHIEVEMENT OR ACT OF COURAGE: (Spelled out full) Rank first name middle initial last name <i>distinguished himself/herself by outstanding achievement, at or near location.</i></p> <p>or, (Spelled out full) Rank first name middle initial last name <i>distinguished himself/herself by an act of courage, at or near location.</i></p> <p>FOR DETACHMENT 1: Detachment 1, Camp Ederle Army Installation, Italy, 4th Air Support Operations Group, Heidelberg Army Installation, Germany...</p>	
11	Left and right margins are the same--1"; Times New Roman 12 pt; all print is level; no smudges; no abbreviations or acronyms; justify opening/closing sentences and narrative	

NO.	CITATION/CERTIFICATE	COMPLETED
12	<p>NOTES: The <u>entire</u> certificate must be NONBOLD; Narrative description: don't use inclusive dates; use only partial rank, e.g. Sergeant Doe, except opening sentence; If for TDY, state While on temporary duty in support of Operation XX; *DO NOT SEPARATE NAME AND RANK ON ANY DECORATION</p>	
13	<p>Closing sentence:</p> <p>a) FOR PCS/PCA/EXT TOUR/ACH: The <i>singularly distinctive accomplishments</i> of partial rank and surname reflect <i>great credit</i> upon himself/herself and the United States Air Force.</p>	

	<p>b) FOR SEPARATION: <i>The singularly distinctive accomplishments of partial rank and surname while serving his/her country reflect great credit upon himself/herself and the United States Air Force.</i></p> <p>c) FOR RETIREMENT: <i>The singularly distinctive accomplishments of partial rank and surname culminate a distinguished career in the service of her/his country and reflect great credit upon herself/himself and the United States Air Force.</i></p> <p>d) Refer to AFI 36-2803, A4.13, for closing sentences for Posthumous and retirement for 30 years</p>	
14	<p>Signature block is typed directly under signature line:</p> <p style="text-align: center;">_____ WILLIAM R. TRAVNICK Colonel, USAF Commander, 4th Air Support Operations Group</p> <p>*Also NOTE: This is general guidance and will not work for <i>all</i> circumstances, review on a <i>case-by-case basis</i> and use your <i>best judgment</i></p>	

NO.	Final Package Contents	COMPLETED
15	OPRs/EPRs covering inclusive dates and any other medals during inclusive dates <i>*Highlight significant accomplishments of EPR/OPRs and justification for medal using asterisks (Include Draft performance report if closeout date of decoration will encompass that time frame)</i>	
16	Fully completed <i>Décor 6</i> ; if corrections are made to <i>Decor 6</i> , attach PCIII printouts	
17	USAFE FORM 654, emailed to CCEA with suggested comments to 4 ASOG/CC; bullet format (3 lines maximum)	
18	Correctly completed citation emailed	
19	If short suspense, include POC and date needed	

Printed Rank/Last Name and
Signature of Squadron Reviewer:

Date: _____

Printed Rank/Last Name and
Signature of Group Reviewer:

Date: _____

4th Air Support Operations Group
Air Force Commendation Medal Submittal Checklist
(updated 7 Dec 2003)

Please check all items prior to submission to group. These are minimum acceptable standards. Any AFCM that does not comply with this checklist will be returned. (Items typed in bold on this checklist are for clarification only.)

NO.	DECOR 6	COMPLETED
1	Complete date (when signed by squadron commander)	
2	Complete items 1A-1H (typed/legibly written) Note: a) 1B must state <i>Basic or 1OLC, 2OLC, 3OLC, etc.</i> b) If separating, retiring, or PCSing, complete 1H, otherwise, put N/A	
3	If unit, station of assignment, or grade at time of act, achievement, or service is different than at present, then list in 2D-2F; otherwise, put N/A	
4	Complete items 3 and 4; put N/A for item 3 if not applicable; circle YES or NO for item 4	
5	Review and consider all information in item 5; consider poor EPR ratings, does UIF exists? Are there any other disciplinary actions?	
6	Item 8, cross through DO NOT RECOMMEND if submitting for award. NOTE: if member is not recommended for a decoration, have the supervisor and commander sign the rip and send rip back to MPF to clear suspense.	
7	Supervisor and commander signed and dated (NOTE: Squadron Commander signature required on Décor 6 unless on extended leave or TDY)	
8	First Sergeant Initials on top of page one (if applicable) to indicate quality review has been accomplished	

NO.	CITATION/CERTIFICATE	COMPLETED
9	<i>Use 1" for top, right and left margins; use 0.6 for bottom margin.</i> Don't forget the oak leaf cluster: (FIRST OAK LEAF CLUSTER) (Line 15) TECHNICAL SERGEANT JOHN J. DOE (Line 19) MERITORIOUS SERVICE (Line 22) 1 JULY 1997 TO 15 AUGUST 2000 (Line 23) <i>Technical Sergeant John J. Doe distinguished himself</i>	
10	Opening sentence:	

	<p>a) MERITORIOUS SERVICE:</p> <p>(Spelled out full) Rank first name middle initial last name distinguished himself/herself by meritorious service, as duty title, unit of assignment (squadron, 4th Air Support Operations Group, Heidelberg Army Installation, Germany).</p> <p>or,</p> <p>(Spelled out full) Rank first name middle initial last name distinguished himself/herself by meritorious service while assigned to unit of assignment (squadron, 4th Air Support Operations Group, Heidelberg Army Installation, Germany).</p> <p><i>NOTE: In the case of naming the detachments state the following: Detachment 2, 1st Air Support Operations Squadron, Baumholder Army Installation, Germany, 4th Air Support Operations Group, Heidelberg Army Installation, Germany.</i></p> <p>b) OUTSTANDING ACHIEVEMENT OR ACT OF COURAGE:</p> <p>(Spelled out full) Rank first name middle initial last name <i>distinguished</i> himself/herself <i>by outstanding achievement</i>, at or near location.</p> <p>or,</p> <p>(Spelled out full) Rank first name middle initial last name distinguished himself/herself by an act of courage, at or near location.</p> <p><i>FOR DETACHMENT 1: Detachment 1, Camp Ederle Army Installation, Italy, 4th Air Support Operations Group, Heidelberg Army Installation, Germany...</i></p>	
11	Left and right margins are the same at 1"; Times New Roman 12 pt (<i>nonbold</i>); all print is level; no smudges; no abbreviations or acronyms; justify opening/closing sentences and narrative	

NO.	CITATION/CERTIFICATE	COMPLETED
12	NOTES: The <u>entire</u> certificate is <i>NONBOLD</i> ; Narrative description: don't use inclusive dates; use only partial rank, e.g. Sergeant Doe, except opening sentence; If for TDY, state While on temporary duty in support of Operation XX; *DO NOT SEPARATE NAME AND RANK ON ANY DECORATION	
13	Closing sentence: a) FOR PCS/PCA/EXT TOUR/ACH: The distinctive accomplishments of partial rank and surname reflect credit upon himself/herself and the United States Air Force. b) FOR SEPARATION: The distinctive accomplishments of partial rank and surname while serving his/her country reflect credit upon himself/herself and the United States Air Force. c) FOR RETIREMENT: The distinctive accomplishments of partial rank and surname culminate a distinguished career in the service of her/his country and reflect credit upon herself/himself and the United States Air Force. d) Refer to AFI 36-3803, A4.13, for closing sentences for Posthumous and Retirement for 30 years	
14	Signature block is typed directly under signature line: _____ WILLIAM R. TRAVNICK, Colonel, USAF Commander, 4th Air Support Operations Group	

NO.	Final Package Contents	COMPLETED
15	EPRs covering inclusive dates and any other medals during inclusive dates <i>*Highlight significant accomplishments of EPR/OPRs and justification for medal using asterisks (Include Draft performance report if closeout date of decoration will encompass that time frame)</i>	
16	Fully completed Décor 6 ; if corrections are made to Decor 6, attach PCIII printouts	
17	Correctly completed citation emailed	
18	If short suspense, include POC and date needed	

Printed Rank/Last Name and

Signature of Squadron Reviewer: _____ Date: _____

Printed Rank/Last Name and

Signature of Group Reviewer: _____ Date: _____

	<p>a) MERITORIOUS SERVICE: (Spell out full) Rank first name middle initial last name distinguished himself/herself by meritorious service, as duty title, unit of assignment (squadron, 4th Air Support Operations Group, Heidelberg Army Installation, Germany).</p> <p>NOTE: In the case of naming the detachments state the following: Detachment 2, 1st Air Support Operations Squadron, Baumholder Army Installation, Germany, 4th Air Support Operations Group, Heidelberg Army Installation, Germany.</p> <p>b) OUTSTANDING ACHIEVEMENT: (Spell out full) Rank first name middle initial last name <i>distinguished</i> himself/herself <i>by outstanding achievement</i>, as duty title, unit of assignment (squadron, 4th Air Support Operations Group, Heidelberg Army Installation, Germany).</p> <p>NOTE: In the case of naming the detachments state the following: Detachment 2, 1st Air Support Operations Squadron, Baumholder Army Installation, Germany, 4th Air Support Operations Group, Heidelberg Army Installation, Germany.</p> <p>or, (Spell out full) Rank first name middle initial last name distinguished himself/herself <i>by outstanding achievement</i> at or near location or unit of assignment.</p> <p>FOR DETACHMENT 1: Detachment 1, Camp Ederle Army Installation, Italy, 4th Air Support Operations Group, Heidelberg Army Installation, Germany...</p>	
11	Left and right margins are 1"; Times New Roman 12 pt (<i>nonbold</i>); all print is level; no smudges; no abbreviations or acronyms; justify opening/closing sentences and narrative	

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13	<p>Closing sentence: confine the closing to one sentence, which will personalize the summation. Suggested options:</p> <p>a) FOR PCS/PCA/EXT TOUR/ACH/HEROISM/ACT OF COURAGE: The distinctive accomplishments of partial rank and surname reflect credit upon himself/herself and the United States Air Force.</p> <p>b) FOR SEPARATION: The distinctive accomplishments of partial rank and surname while serving his/her country reflect credit upon himself/herself and the United States Air Force.</p>	
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17	Correctly completed citation emailed	
18	If short suspense, include POC and date needed	

Printed Rank/Last Name and

Signature of Squadron Reviewer: _____ Date: _____

Printed Rank/Last Name and

Signature of Group Reviewer: _____ Date: _____